

## Crime Prevention Tips While at the Office

- Avoid using deserted or isolated stairways unless during an emergency.
- If it necessary to visit isolated restrooms, supply rooms or other facilities, consider traveling in pairs.
- At least two people should be in the office at all times.
- Before entering an elevator check quickly for suspicious looking people.
- If a suspicious person enters an elevator and you are uneasy, then get off right away.
- If you notice a person in an elevator has not pushed a floor indicator button, do not get off at your floor. Go back to the lobby and report the suspicious activity.
- Stand near the control buttons. If threatened or attacked, sound the alarm and push several floor buttons if possible.
- If you open the office in the morning have your keys ready and be observant.

### Tips to Prevent Thefts at the Office

- Keep your purse, wallet, keys with you at all times or locked in a drawer or closet.
- Check the identity of strangers who are in your office. Ask who they are there to see and offer to help them find that person.
- Mark all your personnel items you take to the office with your name and an identification number.
- Report broken lights or dimly lit areas or doors that do not lock properly.
- Be discreet. Don't advertise your vacation plans to people visiting or calling your place of work.
- Does the reception area have a panic button for emergencies.
- Don't use stairwells and out of the way corridors alone.
- Make sure restrooms are locked and only employees have keys.
- Don't work late alone.
- Create a buddy system for walking to parking lots or public transportation.